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NOTICE OF PRICING FOR MEDICAL RECORDS

The failure to provide advance notice is an unreasonable measure that may serve as a barrier to the right of access.

In keeping with Federal Law and the Office for Civil Rights Guidance our practice is posting the following fees for Access Requests by patients. Requests for medical records through valid Authorizations are based on the Federal approved rates.

FEES FOR ACCESS REQUESTS

Paper Copies:

For the Paper Copy of records, we charge: \$0.11 per page for the actual cost *plus* Postage.

Electronic Records:

For the Email of records: we charge a Labor fee* of \$6.50 *plus* Postage.

For the CD placement of Records: we charge a Labor fee* of \$6.50 *plus* Postage, if the device is mailed.

For the Thumb Drive** or Other Supported Media placement of Records, we charge a Labor fee* of \$6.50 *plus* Postage, if the device is mailed.

Films and Other Non-Standard Paper Requests

For Films or Other Non-Standard Paper placement of Records, we charge a Labor fee* of \$6.50 *plus* Postage, if the device is mailed.

Patient Portal Requests: Free

Remember many of your records can quickly and accurately on our Patient Portal. Please ask our staff how to access your records today. There is no charge for portal access to your records.

Our Patient Portal is easily accessible at <https://smallworldpediatrics.portalforpatients.com/portal/default.aspx> **or** Go to our website, www.smallworldpediatrics.com and click on the Patient Portal.

Should the above pricing for copies to medical records present a financial hardship, please let our office know.

*Our practice uses Average Costing to determine labor costs. The Average Fee Labor Cost Worksheet of our charges is available from our HIPAA Compliance Officer. The labor fee is based on the time required to Photocopying paper PHI; Scan paper PHI into an electronic format; Convert electronic information in one format to the format requested by or agreed to by the individual; Transferring (e.g., uploading, downloading, attaching, burning) electronic PHI from a covered entity's system to a web based portal (where the PHI is not already maintained in or accessible through the portal), portable media, email, app, personal health record, or other manner of delivery of the PHI; Creating and executing a mailing or email with the responsive PHI. *You may request an estimate based on your individual request.*

For security purposes our practice is **NOT allowed to accept patients' thumb drives or other portable media because they must be attached to our network to transfer the files and pose a security threat to our network.